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25X1

[redacted]
24 March 1969

MEMORANDUM FOR : All CS Historical Officers and Writers

SUBJECT : Use of Circulation Logs

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REFERENCES : [redacted] 6 October 1967, "Control of
Completed Historical Papers" and
[redacted] 6 November 1967, "Request to
Review a Historical Paper"

1. The two referent HPM's set forth the guidelines for your¹ use in having a reader of bound and "in-draft"² historical papers obtain permission to read a paper, and for keeping a permanent record of that readership. Recent talks with several of you have made me realize that some, at least, are not aware of or following the procedures prescribed by the referent HPM's.

2. To try to ensure that this most important responsibility is fully understood and that it is carried out correctly and uniformly, I am calling it again to your attention.

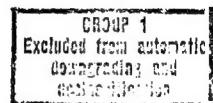
3. As you are aware, the security of our papers lies not so much in the way they are written as in their physical control after they are written. This physical control consists of first giving permission to read a paper, and second, recording the name of the authorized reader, dates he had access to the paper, etc. in a permanent record.

4. The permanent record is your circulation log sheet.
(See [redacted] One of these sheets must be prepared for each

¹ Except in a few cases, the component chief has designated his Historical Officer as custodian.

² [redacted] did not mention drafts per se, but the phrase "completed historical papers" was intended to mean historical papers bound or in draft.

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history and entries made on it each time an individual reads it (in draft or after it is bound). This Log Sheet also provides you with an instantaneous record of the number of readers of any history, and, who they were. This latter point could be important in a personnel security case.

5. A question has been asked about the disposition of the completed "Request to Review". It should be filed in the folder (or notebook) in which you maintain the Circulation Log; someday you may want signed proof that an individual was authorized to read a particular paper.

6. In short,

- (1) Keep your Log Sheets and Request to Review forms in a folder or notebook.
- (2) Keep a separate Log Sheet for each historical paper.
- (3) Record fully the required information on each use of a historical paper, bound or in draft.

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[Redacted]
Executive Secretary
CS Historical Board

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